

**19 JULY 1994**



**Supply**

**BUYING PETROLEUM PRODUCTS, AND  
OTHER SUPPLIES AND SERVICES  
OFF-STATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFR 23-2, *Supplies and Materiel Management*. It gives procedures for procuring aviation fuels (Avfuels), ground fuels, oil, and other supplies and services at non-Department of Defense (DoD) locations.

**SUMMARY OF REVISIONS**

This is the first publication of AFI 23-202, substantially revising AFRs 67-24 and 144-15. It deletes non-essential details, but does not substantially revise authorities or responsibilities.

**1. General Guidelines.** Aircrews must consider sources and availability of fuel when planning off-station missions.

1.1. Follow the guidelines in **Attachment 1** through **Attachment 5** when purchasing mission essential items:

- Avfuels.
- Ground fuels.
- Oils.
- Aviator's breathing oxygen.
- Antifreeze liquids.
- Supplies.
- Miscellaneous services.

1.2. Any purchases you make obligate US Government funds. Your signature as purchaser documents the receipt of the supplies and services. Promptly turn-in the purchase documents to your home station to avoid late payment penalties.

1.3. US Air Force aircraft must refuel at DoD locations consistent with mission requirements and overall fuel conservation policies.

## **2. Avfuel Sources:**

**2.1. Other DoD Locations.** Refueling support is available at most airfields operated by US Army, Navy, and Marine Corps. These sources charge the Air Force the standard DoD price for the product (see paragraph [4.1](#) for procedures).

**2.2. Into-Plane Contracts.** The Defense Logistics Agency's (DLA) Defense Fuel Supply Center (DFSC) negotiates into-plane refueling contracts at many civil airports.

2.2.1. Refueling normally is available 24 hours a day, 7 days a week unless the contract specifies otherwise.

2.2.2. The DFSC *Avfuel and Avoil Into-Plane Contract Listing*, distributed to all operations planning offices, identifies into-plane contract locations. Send requests for extra copies of this listing to DFSC-OID, Cameron Station, Alexandria VA 22304-6160. The DoD Flight Information Publications (FLIP) Enroute Supplements also identify locations with into-plane contracts.

**2.3. US Air Force/Canadian Forces POL Suspense Account Agreement .** This agreement allows reciprocal servicing of US Air Force and Canadian Forces (CF) aircraft at each others' bases and at both DoD and CF into-plane locations. The DFSC *Avfuel and Avoil Into-plane Contract Listings* lists the CF into-plane locations.

**2.4. Replacement-in-Kind (RIK) Agreements.** The US Air Force has RIK agreements with the Air Forces of Italy, Greece, Turkey, Spain, South Korea, and Japan. Under the terms of these agreements, the US Air Force replaces fuel received from the foreign air force on a gallon-for-gallon basis. The foreign air forces charge the US Air Force units DoD standard prices.

**2.5. International Agreements.** Within NATO, obtain fuel from foreign air forces under NATO Standardization Agreement (STANAG ) 3113. Under this STANAG, the host air force services the US aircraft and charges the same price that the host air force charges its own units.

**2.6. Shell International Trading Company (SITCO) Agreement.** Under the terms of a Memorandum of Agreement between DoD and SITCO, Shell independent dealers provide into-plane refueling services to DoD aircraft at Shell noncontract locations overseas.

2.6.1. DoD aircrews must present an aircraft identaplate when purchasing fuel from Shell independent dealers at these locations. SITCO receives the bill from the independent dealers and invoices DLA directly for the purchase. DLA then bills the home station of the aircraft.

## **2.7. Noncontract Purchase at Commercial Airfields:**

2.7.1. Aircrews may purchase fuel on the open market using AF Form 315, **United States Air Force Avfuels Invoice**, when the airfield has no into-plane contract.

2.7.2. Complete the form following the guidelines in [Attachment 1](#) and [Attachment 2](#).

2.7.3. Unless the mission requires it or an emergency exists, don't purchase fuel from another commercial vendor using AF Form 315 at airfields where an into-plane contract is in effect. To do so may violate the terms of the into-plane contract and result in penalty charges to DoD.

**2.8. Selecting a Refueling Source at a Non-DoD Location.** At non-DoD locations, select refueling sources in the following priority:

- **First.** DFSC or Canadian into-plane contracts.
- Second. Foreign government air forces.
- Third. Open market purchase (including SITCO).

### **3. Responsibilities:**

#### **3.1. Avfuel:**

**3.1.1. Major Commands (MAJCOM).** MAJCOMs submit requirements for into-plane contract coverage to Detachment 29, San Antonio ALC/SFM, Cameron Station VA 22304-6179 when they predict that recurring refueling requirements will exceed 15,000 gallons annually at commercial locations.

#### **3.1.2. Wing Commander or Equivalent:**

- Appoints a wing operations refueling document control officer (RDCO).
- Ensures refueling sources selected for all flights are consistent with conservation and mission requirements.
- Distributes the DFSC Avfuel and Avoil Into-Plane Listing for use in off-station mission planning.

#### **NOTE:**

Local distribution should include all operations functions that conduct mission planning. At dual wing bases, the host provides the tenant units with the listing.

#### **3.1.3. Aircraft Commanders and Mission Planners:**

- Plan missions to refuel at DoD locations where possible.
- Select refueling sources in the priorities listed in paragraph [2.8.](#) when mission requirements dictate refueling at non-DoD locations.
- Ensure that every departing aircraft carries a valid DD Form 1896, **Jet Fuel Identaplate** (credit card).
- Ensure personnel have filled out AF Form 315 and AF Form 664, **Aircraft Fuels Documentation Log**, completely, accurately, legibly, and that they return the forms to the home station.

#### **NOTE:**

Record all refueling documents used for off-station refueling on the AF Form 664.

#### **3.1.4. Refueling Document Control Officer:**

- Briefs aircrews on the types of refueling support available for off-station missions.

- Provides AF Forms 315 and a copy of this instruction or an extract to crews whose missions may require them to purchase fuel on the open market or to use special fund cites.
- Ensures each aircraft refueled away from home station carries a copy of AF Form 664 in the AFTO Form 781, AFORM Aircrew/Mission Flight Data Document, binder.
- Processes Avfuel documentation according to paragraph 5..

### **3.2. Ground Fuels, Oils, and Other Supplies and Services:**

3.2.1. MAJCOMs control the use of AF Form 15, **United States Air Force Invoice**, and any other approved local procurement or purchase documents.

#### **3.2.2. Wing Commander or Equivalent:**

- Designates invoice control officers (ICO) within the operations group for aircraft-related purchases, and within transportation for vehicle or boat-related purchases.

#### **NOTES:**

Air Logistics Center maintenance managers assign ICOS for depot-area maintenance teams. Within the Air Force Communication Command (AFCC) engineer and installations groups, squadron commanders designate ICOs for communications and electronic installation or repair teams, and for mobile maintenance teams.

- Ensures ICOs know how to use, prepare, and process AF Form 15 purchases, vendor's invoices, or other purchase documents and know that they must return all procurement or purchase documents and invoices to the home station.

#### **3.2.3. ICOs:**

- Issue a copy of this instruction or an appropriate extract providing instructions on how to prepare AF Form 15, and enough copies of AF Form 15 to complete the mission, to each assigned vehicle operator, boatmaster, aircraft commander (or designated representative), or authorized team chief who may need to use AF Form 15 for purchases.
- Assist in mission planning and tell responsible personnel how to use local purchase documents before they depart on the mission.
- Provide the purchaser with the identification and billing data they need to fill out AF Form 15 (see [Attachment 5](#)), to ensure prompt payment to the vendor. (The aircraft and vehicle identaplate also bears the billing data, for verification purposes.)
- Spot check AF Form 15 purchases to see that they comply with rules regarding use of the forms and to correct any problems through added emphasis, training, or other means.
- Tell aircrews to place AF Forms 15 and any other non-Air Force aviation-related procurement invoices or sales tickets in the envelope marked "AF Form 15 Purchases" for delivery to the ICO. Turn over the original document, when signed by the vendor and returned to the purchaser, to the ICO for certification. Forward all ground fuel purchases to the Base Fuels Management Office (BFMO) and all other supplies or services to the Defense Accounting Office (DAO). Initiate follow-up procedures if the DAO indicates documentation is incomplete.
- Make sure billings for items purchased with AF Form 15 are for official purposes before forwarding them to accounting and finance for payment.

- Collect all AF Forms 15 and any other local purchase documents that purchasers use, and arrange convenient places and times for accounting and finance to pick them up.
- Contact the appropriate organization commander or supervisor when aircrews, team chiefs, or operators do not return completed AF Forms 15 or other local purchase documents.

#### **3.2.4. DAOs:**

- Process the transactions listed on AF Forms 15 to record payment obligation or payment action.
- Advise the ICO if AF Form 15 or other local purchase documents are invalid, incomplete, or otherwise unacceptable.
- For tenant units, ensure the commanders designate ICOs for their units and that the ICOs forward the validated documents or invoices to the DAO supporting the tenant.

### **4. Documenting Avfuel Issues:**

**4.1. DoD Locations.** Record purchases at other DoD locations, including DFSC into-plane contract locations on DD Form 1898, **Avfuels Into-Plane Sales Slip**. Use the aircraft identaplate to imprint the billing information on this form.

- 4.1.1. The contractor's representative completes the form and the aircraft commander or designee signs it.
- 4.1.2. If the contractor insists on completing a contractor invoice in addition to DD Form 1898, write on the invoice: "DUPLICATE-DD FORM 1898 ACCOMPLISHED."
- 4.1.3. Place copies of all forms in AF Form 664 after completing the information on the front of the log.

**4.2. Canadian Locations.** Document purchases at Canadian into-plane locations using the local vendor's invoice. Do not fill out an AF Form 315.

- 4.2.1. Write the information from the aircraft identaplate onto the vendor's invoice.
- 4.2.2. Keep at least one copy of the invoice, record it on the Fuels Documentation Log, and place it in AF Form 664.
- 4.2.3. [Attachment 3](#) gives an example of a Canadian issue document.

**4.3. Foreign Locations.** For purchases at foreign military airfields, including RIK locations, proceed as for DoD locations using the host country forms to record the purchase.

- 4.3.1. Transcribe information from the aircraft identaplate onto the host country form. Include at least:
  - Aircraft mission, design and series.
  - Complete serial/tail number.
  - Home station.
  - Quantity of fuel purchased.
  - Issuing location (in English).

4.3.2. Place all copies of the form in AF Form 664 after recording the information on the front of the log.

**4.4. SITCO Locations.** Present the aircraft identaplate for purchases at SITCO locations.

4.4.1. The local distributor embosses the identaplate on the commercial invoice.

4.4.2. The distributor's invoice must include:

- The date of the transaction.
- The grade of product.
- The quantity issued or defueled.
- The unit of measure.
- Signature of the aircraft commander or designated representative.

4.4.3. If the vendor also requires an AF Form 315 in addition to the invoice, write on the vendor's invoice: "AF FORM 315 EXECUTED." Place copies of all forms received in AF Form 664 after completing the front of the log.

**4.5. Noncontract Commercial Locations.** Use AF Form 315 to purchase fuel at noncontract commercial airfields following the guidance in [Attachment 1](#) and [Attachment 2](#).

4.5.1. If the vendor wants to be paid payment without submitting an invoice, the aircraft commander retains the original AF Form 315 to return to home station for accounting and finance processing.

4.5.2. Provide two legible copies of the form to the vendor.

4.5.3. If the vendor wants to submit an invoice for payment, give the vendor the original of AF Form 315 to attach to the invoice.

4.5.4. Place the aircrew copies in AF Form 664 after completing the front of the log.

**5. How To Process Avfuel Documentation:**

**5.1. For Aircraft Away From Home Station.** When an aircraft is away from its home or rotational station and will not return before the 6th calendar day of the following month, the aircraft commander must report all non-Air Force refueling data listed on AF Form 664 to the applicable station, by message or telephone.

5.1.1. Report this data within 4 calendar days of the month following the purchase. This data serves to enter "Received Not Billed" status into the Air Force fuels accounting system and to record the obligation of Air Force funds.

5.1.2. When the aircraft returns to its home station, turn in all fuel documents to the refueling document control officer.

**5.2. Paying Invoices Promptly.** Process and pay commercial invoices promptly so vendors won't refuse to provide future credit service and to avoid penalties for late payments under the Prompt Payment Act.

**5.3. Refueling Document Control Officer (RDCO) Action.** Within 2 days of receiving the purchase documents, RDCO:

- Reviews the documents to ensure the purchases were for valid purposes.
- Validates the forms by completing the validating official's certification.
- Provides three copies of each validated refueling document to the Base Fuels Management Office (BFMO) for recording and payment.
- Ensures the documents are delivered to BFMO.

**5.4. BFMO Actions.** The BFMO of the base where the aircraft is assigned processes AF Forms 315, the vendor's fuel invoice, or other non-Air Force refueling transactions according to *Fuels Automated Management System (FAMS) End User Manual* and local procedures.

**5.5. Vendor Invoices .** The BFMO sends invoices received directly from vendors or other activities to the RDCO for validation if the BFMO can't find previous record of the purchases.

5.5.1. If the RDCO can't find base-level records to validate non-Air Force refueling because the invoice is too old, the aircraft was transferred, or other reasons, the RDCO contacts the parent MAJCOM for assistance.

**5.6. Canadian Purchases.** For purchases from Canadian Department of National Defense into-plane contracts, the BFMO processes the fuel issue documents. If the BFMO does not have a record copy of the bill, route it to the RDCO for validation.

**5.7. Further Guidance.** AFR 177-102, *Commercial Transactions at Base Level (PA)*, gives invoice information requirements, tells how to process vendor invoices marked "ORIGINAL INVOICE", and tells what to do when you don't receive an invoice.

**6. Fuel Support for Special Exercises.** Occasionally, the Air Force conducts large-scale exercises in foreign countries on short notice. The Air Force needs to purchase large quantities of fuel from commercial or military sources in-country to support these exercises. In such cases, the overseas MAJCOM Command Fuels Officer and the Directorate of Accounting and Finance provide documentation and payment instruction (see AFMAN 23-110 [formerly AFM 67-1, volume 1, part 3]).

**7. Fund Citation for Commercial Purchases.** Small independent dealers who are cash-poor may experience financial hardships if the Air Force delays payment. They may later refuse sales to the Air Force on credit. As a result, at some overseas locations vendors ask to receive payment from the local US embassy. When you need this authorization to obtain fuel at a particular location, the local DAO may provide a fund citation on AF Form 315, which the local embassy uses to issue a check for the fuel purchased.

## **8. Using AF Form 15:**

8.1. Use AF Form 15 to buy authorized supplies and services necessary to complete a mission when US Government facilities are too far away to provide support. ([Attachment 4](#) contains detailed instructions on completing the form.) Authorized items include:

- Items shown in [Attachment 6](#) and [Attachment 7](#).
- Items or services required for immediate use in installing, testing, or maintaining electronics, communications, or meteorological equipment or systems, when Air Force Communications Command (AFCC) mobile depot maintenance, or mobile communications group teams are operating beyond the support range of their normal supply sources or bases.



- Services of civilian guards or caretakers, when required to protect government property, after an accident, forced or emergency landing, or when only limited ramp and fleet services are available after unscheduled landings due to in-flight mechanical failure or weather diversion. You may also purchase such services when your mission takes you into a location where such services are not otherwise available.
- Necessary messing, billeting, or ground transportation for military members in group travel status, when the Air Mobility Command controlled aircraft transporting them is delayed enroute.
- Ramp taxi or bus from aircraft to terminal or flight operation.

**8.2. AF Form 15 as Emergency Work Order.** You may use AF Form 15 as an emergency work order following an overt attack on the Continental United States. ([Attachment 3](#) gives procedures for this specialized use.)

### **8.3. Preparing AF Form 15 Before Purchases:**

8.3.1. When an aircraft will perform off-station missions, the ICO completes the accounting data on AF Form 15 (see [Attachment 7](#)).

8.3.1.1. The billing address on AF Form 15 is the same as the responsible DAO at the home station of the vehicle, boat, aircraft, or maintenance teams.

8.3.1.2. When another DAO supports the base, use the supporting DAO billing address.

8.3.1.3. If the ICO doesn't have enough time to complete the information on AF Form 15 before the mission departs, the ICO provides the necessary information to the crews and shows them how they may obtain the data later.

8.3.2. When aircraft, vehicles, boats, or teams perform missions during a deployment or rotation under the control of another MAJCOM, the identification and billing data on AF Form 15 is that of the deployment command. ICOs of the deployment command furnish billing data for crews to enter in the procurement documents.

**9. Authorized Purchasers.** [Attachment 5](#) lists personnel who are authorized to make purchases and gives instructions on using the procurement forms.

## **10. How To Make Payment:**

**10.1. Required Documentation .** The DAO of the base where the vehicle, boat, or aircraft is assigned requires the original and two copies of validated AF Forms 15 for obligation and disbursement.

10.1.1. The ICO validates the original. If the original is not available, validate another copy.

**10.2. Paying Overseas Suppliers.** Make payment in US dollars directly to overseas suppliers unless such payment is restricted by other directives (such as, Foreign Clearance Guide) or foreign government regulations.

10.2.1. Route US Treasury checks payable to foreign vendors to the vendor through the American Embassy or US Defense Attache Office (USDAO) located in the appropriate foreign country.



10.2.2. If vendors, laws, or host country requirements require in-country payment of contractor invoices, the USDAO or USAF Liaison Office (USAFLO) pays the invoices. The overseas MAJCOM accounting and finance notifies the applicable USDAOs and USAFLOs of the exercise name, location, project officer, and if possible, names of vendors authorized to submit invoices.

10.2.3. When USDAO or USAFLO pays the invoices, the home station, or other responsible DAO:

10.2.3.1. Prepares SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, citing accounting and disbursing station numbers (ADSN) for purchased items and services charged to the applicable appropriation.

10.2.3.2. Records the obligation and sends the SF 1034 to the USDAO or USAFLO for payment.

10.2.3.3. Authorizes the USDAO or USAFLO to make payment before receiving the SF 1034 if the host country requires payment sooner than the above procedures allow. In such cases, send a message to the USDAO or USAFLO giving fund citation and amount. If the USDAO or USAFLO does not have the original invoice, it should contact the vendor to obtain a copy. The USDAO or USAFLO then sends the home station DAO a copy of the payment voucher.

### **10.3. Special Cases:**

10.3.1. For states where you can't deduct vehicle fuel and oil taxes on AF Form 15 without SF Form 1094, **US Tax Exemption Certificate**, route AF Form 15 through the base transportation office that prepares SF Form 1094. Attach the certificate to AF Form 15 and send it to the DAO for payment.

10.3.2. If the local DAO can't process AF Form 15 for payment to the vendor, the DAO requests guidance from the defense regional accounting office. If the regional office cannot resolve the problem, the regional office contacts DFAS-DE/ANBL. 6760 Irvington Pl, Denver, CO 80279-8000.

**11. Forms Prescribed.** This instruction prescribes AF Form 15, **United States Air Force Invoice**, AF Form 315, **United States Air Force Avfuels Invoice**, and AF Form 664, **Aircraft Fuels Documentation Log**.

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## Attachment 1

### REFUELING GUIDE FOR AIR FORCE AIRCREWS

**Table A1.1. Refueling Guide for Air Force Aircrews.**

RULE		1	2	3	4	5	6
A	If refueling or defueling US Air Force aircraft at	other DOD bases	commercial into-plane locations (see DOD FLIP (Enroute) Supplement or DFSC Into-Plane Contract listing before flight planning	Canadian In-to-Plane Contract locations	foreign military airfields	commercial airfields without into-plane contracts	commercial airfields using vendor invoice and AF Form 315
B	then aircraft commander or designee	presents identaplate (DD Form 1896 for jet fuel or DD Form 1897/AF Form 1245 (for Avgas)		furnishes same data as needed for AF Form 315 for completion of commercial invoice (do not use AF 315)	furnishes same data as needed for AF (See Atch 4)	Completes AF Form 315 per instructions on back of form (see note)	completes vendor's invoice; ensures all data on identaplate is entered on vendor's invoice and AF Form 315; include unit of issue, quantity received, type of currency, and unit price
C	and refueler or vendor	refuels or defuels aircraft, uses identaplate to imprint DD Form 1898; completes manually; signs when required; returns identaplate and copy of issue slip to aircraft crew		refuels or defuels aircraft	refuels or defuels aircraft; completes foreign military issue document	refuels or defuels aircraft	prepares vendor's invoice and appropriate blocks on AF Form 315; enters complete vendors address on invoices; enters items 2, 12 thru 15, 22 and 24 on AF Form 664

RULE		1	2	3	4	5	6
<b>D</b>	and aircraft commander or designee	determines that aircraft received or defueled the quantity of fuel recorded on the issue slip; keeps customer copy and puts in AF Form 664 for return to home station				verifies quantity and enters information required on the back of the AF Form 315; provides 2 copies to vendor and puts 4 copies in AF Form 664 to return to home station	enters "AF Form 315 executed" on vendor's form when the vendor requires signature on company form; verifies quantity; enters vendor's invoice number in block 17 of AF Form 315; puts invoice in AF Form 664 for return to home station

## Attachment 2

### HOW TO COMPLETE AF FORM 315, UNITED STATES AIR FORCE AVFUELS INVOICE

<b>Item</b>	<b>SELLER ENTRIES</b>
2. Pay To	Enter company, foreign government or activity to be paid for the fuel (complete mailing address).
12. Quantity	Enter quantity of product purchased.
13. Unit of Measure	Enter unit of measure. For example, Gallon, Litre, Imperial gallon, etc.
14. Unit Price	Enter unit price. For non-US purchases include type of currency.
15 Total Price	Enter total cost of the product purchased. If tax is not included in the unit price, enter tax in block provided.
22. Sellers Name	Print name of individual making the sale. Do not list company's name.
23. Signature	Signed with regular signature by sellers representatives.
24. Date	Enter date of sale.
<b>Item</b>	<b>PURCHASER ENTRIES</b>
1. Date	Enter date of refuel or defuel.
3. Purchased at	Enter airport/airdrome/facility. Include city, state, country in this block. Use International Civil Aviation Organization (ICAO) codes at foreign airports if available.
4. Send bill to	Enter complete mailing address of organization to be billed for the fuel. Billing address should be sent to the Defense Accounting Office at the base where the aircraft is assigned.
5. Organization	Enter the wing, squadron or other Air Force unit designation. For example: "438 AW," "OCALC/DOX, etc.
6. Home Station	Enter home station of purchaser. (May be different from Item 4.)
7. Major Command	List MAJCOM of the organization listed in Block 5. For example, "AMC."
8. M/D/S	Enter mission, design and series of aircraft. For example C005B.
9. Tail Number	Enter the eight-digit aircraft serial number. For example 83-000592. The first two digits are always the year.

- |                             |                                                                                                                                                                                |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Orders                  | Enter applicable number and date of order which directed the aircraft to purchase location.                                                                                    |
| 11. Type of Fuel/Oil        | Enter the type of fuel or oil being purchased. For example, "Jet A", "Oil Grade 1010."                                                                                         |
| 17. Purchaser Certification | Check the appropriate block to indicate retention of the original of this invoice. If the seller prepared a delivery ticket in addition to this form, enter the ticket number. |
| 18. Name of Purchaser       | Print your name.                                                                                                                                                               |
| 19. Grade                   | Print your grade.                                                                                                                                                              |
| 20. Squadron                | Print your organization.                                                                                                                                                       |
| 21. Signature               | Sign your payroll.                                                                                                                                                             |

PRIOR TO DEPARTURE: Ensure seller has completed blocks 2, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment.

REVERIFY BLOCKS-1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 17, 18, 19, 20, and 21 before providing vendor with original and 2 copies (when vendor retains original)

**Attachment 3**

**AVIATION ISSUES TO DND AND NON-DND, AIRCRAFT  
REFUELING TENDER SHEET, CANADIAN FORCES BASE COMOX**

CERTIFIED POL ISSUED TO:

(A) U.S. MILITARY AIRCRAFT (SPECIFY USAF, US ARMY, USN, USMC)

\_\_\_\_\_

(B) OTHER NATO AIRCRAFT (SPECIFY COUNTRY AND SERVICE)

\_\_\_\_\_

(C) NON-DND AIRCRAFT OTHER THAN A OR B ABOVE, SPECIFY

\_\_\_\_\_

(D) DND AIRCRAFT \_\_\_\_\_

AIRCRAFT TYPE ..... TYPE OF FUEL .....

SERIAL NUMBER ..... DATE    ENTER GALLONS ISSUED

COMMAND (IF APPLICABLE) ..... \_\_\_\_\_

AIRCRAFT HOME BASE ..... \_\_\_\_\_

..... \_\_\_\_\_

(PILOT'S NAME)    (PRINTED)

NO. .... RANK..... TOTAL GALLONS ISSUED

..... TYPE OF AVOIL .....

(SIGNATURE)

ENTER AMOUNT ISSUED .....

\_\_\_\_\_

CROSS REFER TO C2302

NUMBER.....

DATED.....

\_\_\_\_\_

SIGNATURE OF BASE SUPPLY OFFICER .....

\_\_\_\_\_

SUPPLY SECTION CONTROL NUMBER

\_\_\_\_\_

## Attachment 4

### PURCHASE OF EMERGENCY REQUIREMENTS AWAY FROM ASSIGNED UNIT (SEE NOTE 1)

**Table A4.1. Purchase of Emergency Requirements Away From Assigned Unit.**

RULE		1	2	3	4
<b>A</b>	If purchasing at	DoD facilities	commercial service station in the U.S.	commercial service station overseas	commercial airports
<b>B</b>	and purchases are for	aviation fuel, ground fuel, oil supplies, services or materials, including vehicle or boat fuel		roadside services for vehicles or dockside services for boats	aircraft or aviation fuel, supplies and services including landing and parking fee (assuming no exemption is available), minor maintenance and support equipment costs, aircraft cleaning services and other items in attachment 1
<b>C</b>	then use	normal inter service procedures, not AF Form 315 or AF Form 15 (See Note 1)	SF 149, U.S. Government National Credit Card (See Note 2)	AF Form 15, refer to AFM 77-310, Vol. 1, Chapter 3	AF Form 315 (aviation fuel only) AF Form 15 (ground fuel supplies and services) (See Note 3)

**NOTES:**

1. Supplies refer to items related directly to operating vehicles, boats, or aircraft, such as lubricants, grease, deicing fluid, tires, oil, air filters, wiper blades, etc. The term does not include personal items such as food, beverages, billeting, or personal transportation, except for contingency passenger support of Air Mobility Command (AMC) or aircraft delayed at non-DoD installations
2. Commercial service stations which honor the SF Form 149 are listed in Defense Fuel Supply Center (DFSC) Contract Bulletins. The Bulletin should be available through the Base Fuels Management Office or Vehicle Operations Office.
3. These procedures are authorized only when an official mission or trip is made to an area where Air Force, other DoD, or contract services are not available, including purchases made during special exercises; or when mechanical, meteorological, or other serious conditions prevent obtaining requirements from an Air Force or other DoD facility.



## Attachment 5

### AUTHORIZED PERSONNEL AND USE OF FORMS WHEN DOD FACILITIES ARE NOT AVAILABLE

**Table A5.1. Authorized Personnel and Use of Forms When DoD Facilities are not Available.**

RULE		1	2	3	4	5
<b>A</b>	If authorized purchases is a	aircraft commander, vehicle operator, boat master, AFLC Depot Maintenance Team Chief, or AFCC CE Team Chief			air craft commander or designee	
<b>B</b>	and	is one of the 50 states in an area where fuel or services are not available from DoD resources	overseas and in all 50 states when vendors do not honor SF 149	vendor requires use of vendor's form only	purchase is not for Avfuels	purchase not for Avfuels and vendor requires use of vendor's form only
<b>C</b>	then purchaser	provides SF 149 to vendor (not used for aviation fuel)	provides AF Form 15 or AF Form 315 to vendor	completes AF Form 15 or AF Form 315 and cross-references vendor invoice on both forms	provides AF Form 15 to vendor	completes AF Form 15 and cross-references vendor or invoice on both forms
<b>D</b>	and vendor	embosses data from SF 149, prepares sales invoice, gets purchaser to sign receipt	fills out AF Form 15 or AF Form 315 per guidelines on reverse of form	makes up vendor's invoice	fills out AF Form 15 per guidelines on reverse of form	makes up vendor's invoice
<b>E</b>	and purchaser	verifies sale data, signs invoice, and returns copies to home station	gets legible signed copies from vendor, verifies quantity purchased is on form, gets price and vendor's complete mailing address, returns copies to home station.			

## Attachment 6

### WAR EMERGENCY WORK ORDERS

**A6.1. Use of AF Form 15.** This attachment extends the use of AF Form 15 as an emergency work order for recovery and repair of Air Force aircraft, vehicles, and support equipment following an attack on the Continental United States.

**A6.2. Emergency Conditions.** In the event of an attack against the United States by a foreign power, communication lines and normal methods of contracting may be disrupted. Consequently, standard contracting methods with civilian contractors for the recovery and repair of Air Force aircraft and equipment may not be possible. However, you may require these services by civilian contractors on an emergency basis until restoration of regular lines of communications and channels of authority.

**A6.3. Who May Initiate Work Order Requests:**

A6.3.1. The aircraft, vehicle, or support equipment commander and responsible Air Force officials or chiefs of area support or emergency maintenance teams may initiate a work order request.

- Make verbal requests only in an emergency, and confirm them by preparing AF Form 15 as soon as possible.
- If a verbal request is necessary, give the contractor the name, grade, position, and station of the person initiating the work order.

A6.3.2. Leave the assessment of the situation and the determination that goods and services will materially assist in the containment of the enemy, and immediate retaliation, to the judgment of the authorizing person. However, as soon as circumstances permit, persons authorizing actions under this section must submit adequate justification.

**A6.4. Authority of Contractor.** The contractor is authorized to:

A6.4.1. Recover and repair aircraft for a one-time flight to a destination specified by the person authorizing the work.

A6.4.2. Make necessary repairs and services to the extent required on government-owned support equipment and to perform a specific emergency task where delay would impair or retard the effectiveness of the combat command.

A6.4.3. Make minor emergency purchases essential to:

- Make operable combat support equipment.
- Repair aircraft communication and navigation equipment.
- Repair aircraft structures required for one-time flights.

A6.4.4. Reclaim, rescue, and perform related work required as an immediate combat measure or for security reasons.

**A6.5. How To Process AF Form 15.** When work is performed under authority of this attachment, the contractor:

- Immediately mails the original and two copies of AF Form 15 to HQ AFMC/PMM, Wright-Patterson AFB, OH 45433-5000.
- Keeps a file copy.

A6.5.1. The completed form must contain:

- Contractor's name, address, and telephone number.
- Name and identification of person requesting work.
- Description of aircraft or equipment on which work is to be performed, including quantity.
- Brief description of work.
- Authorization date.

#### **A6.6. Pricing Work:**

A6.6.1. On receipt of AF Form 15, HQ AFMC/CC, assigns the war emergency work order to an AFMC contracting officer. The contracting officer starts pricing negotiations as soon as possible with the contractor for all work. The contractor should not delay work pending communication from, or negotiation with, the Air Force contracting officer.

A6.6.2. Pricing is negotiated according to the Federal Acquisition Regulation (FAR) and the existing rules governing Air Force contracting.

A6.6.3. Put agreements in writing. The agreement is the basis for paying contractor's invoices for work performed under war emergency work orders by accounting and finance office.

**A6.7. Terminating Authority.** As soon as possible, HQ AFMC/CC restores the standard procedures for civilian contracting. If possible, negotiate all remaining work and any work started under a war emergency work order under a contract. End the authority and provisions of this attachment.

## Attachment 7

### HOW TO COMPLETE AF FORM 15, UNITED STATES AIR FORCE INVOICE

Item	Seller Entries
2. Pay To	Enter the name of the individual, company or firm, or the foreign government to be reimbursed. Include complete mailing address.
11. Articles/Services	Enter description of services provided and type of materials or supplies sold (such as: repaired flat, cleaned aircraft; towed vehicle, 50 lbs dry ice, refilled 60 oxygen bottles)Signed with regular signature by sellers representatives.
12. Quantity of Supplies	List quantity materials or supplies sold (leave (if applicable) blank for services purchased.)
13. Unit of Measure	List unit of sale or measure for articles or materials sold. Use litre, imperial gallon, etc., when applicable. (Leave blank for services purchases.)
14. Unit Price	Enter unit cost of articles or materials sold. (Leave blank for services purchased.)
15. Total Price	Enter total price of this invoice (unit cost X quantity sold or total cost of services provided). List total price for services.
22. Sellers Name	Print name of individual making the sale. Do not list company's name.
23. Signature	Signed with regular signature by sellers representatives.
24. Date	Enter date of sale.
Item	Purchaser Entries
1. Date	Enter date of the purchase.
3. Purchased at	Enter city, state, country. Use International Civil Aviation (ICAO) codes at foreign airports.
4. Send bill to	Enter complete mailing address of organization to be billed for the articles/ services.
5. Organization	Enter the wing, squadron or other Air Force unit designation. For example: "438MAW," "OCALC/DOX, etc.
6. Home Station	Enter home station of purchaser. (May be different from Item 4.)
7. Major Command	List MAJCOM of the organization listed in Block 5.
8. M/D/S or Vehicle ID	Enter type aircraft or vehicle. (C-141A, Ford Pickup, Chevrolet Station Wagon)

- |                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Serial Number            | Enter the aircraft or vehicle serial number.                                                                                                         |
| 10. Orders                  | Enter applicable number and date of order which directed this mission.                                                                               |
| 17. Purchaser Certification | Check the appropriate block to indicate retention of the original of this invoice. Enter vendors delivery ticket or invoice number when appropriate. |
| 18. Name of Purchaser       | Print your name.                                                                                                                                     |
| 19. Grade                   | Print your grade.                                                                                                                                    |
| 20. Squadron                | Print your organization.                                                                                                                             |
| 21. Signature               | Sign.                                                                                                                                                |

**PRIOR TO DEPARTURE-** Go over this form, ensure seller has completed blocks 2, 11, 12, 13, 14, 15, 22, 23, and 24 when original is retained by the purchaser for prompt payment.

**REVERIFY BLOCKS-** 1, 3, 4, 5, 6, 7, 8, 9, 10, 17, 18, 19, 20, and 21 before providing vendor with original and 2 copies (when vendor retains original)